

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Montana State Office

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In Reply To:
9600 (926)P

September 1, 2005

EMAIL TRANSMISSION - 9/1/05

Instruction Memorandum No. MT-2005-069

Expires: 9/30/06

To: Field Managers

From: Deputy State Director, Division of Resources

Subject: Inventory of Cadastral Survey Needs for the States of Montana, North
and South Dakota FY 2006-2008 DD: 09/09/2005

Purpose: This memorandum directs all affected programs and projects to collect an inventory that outlines projected Cadastral survey needs from FY06-08.

Background: The Assistant Director, Minerals, Realty and Resources Protection, signed IM No. 2005-222 on August 26, 2005. The attached IM outlines the need for this inventory.

Policy/Action: The Office of Management and Budget (OMB) has established Program Assessment Rating Tool (PART) measures. One PART measure requires a 3-year inventory of needs for Cadastral services to be established. This inventory will satisfy that requirement.

Timeframe: This IM is effective immediately. The Montana/Dakota inventory must be completed by close of business September 9, 2005. A report is required to OMB by October 1, 2005.

Manual/Handbook Sections Affected: None

Reply and Contact: Submit completed template of Cadastral services needs to Steve Schey, Acting Chief Cadastral Surveyor, MT926. Steve may be contacted at 406-896-5132.

Signed by:
Randy D. Heuscher
Acting DSD, Division of Resources

Authenticated by:
Verna Fairlee
Staff Assistant

3 Attachments

1-IM No. 2005-222 (2 pp)

2-Template to be used for filling out cadastral services needs inventory (1 p)

3-Guidance for collecting the inventory (2 pp)

Distribution: w/Attms.

SOMT (only pertains to Resources Branch Chiefs)

Assist. Field Manager, Glasgow Field Station

Assist. Field Manager, Havre Field Station

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240
<http://www.blm.gov>

August 26, 2005

In Reply Refer To:
9600 (350) P

EMS TRANSMISSION 08/30/2005
Instruction Memorandum No. 2005-222
Expires: 09/30/2006

To: State Directors
Attn: State Cadastral Survey Chiefs and District and Field Resource
Managers

From: Assistant Director, Minerals, Realty and Resource Protection

Subject: Inventory of Cadastral Service Needs to Assess BLM's Stewardship of
Federal Boundaries.

Program Area: Cadastral Services

Purpose: This memorandum requires States to collect a 3-year inventory for needs of cadastral services.

Policy/Action: In an effort to assess the effectiveness of the Cadastral Survey Program, the Office of Management and Budget (OMB) has established Program Assessment Rating Tool (PART) measures. One PART measure requires a 3-year inventory of needs for cadastral services to be established. This inventory will encompass all needs for cadastral services irregardless of the availability of funding. This action emphasizes the role of the Bureau of Land Management (BLM) to fulfill its statutory responsibilities as stewards for Federal boundaries and to provide cadastral services for all federal interest lands. The inventory will serve the purpose of assisting the BLM to effectively plan for providing cadastral services in the Fiscal Years 2006-2008 and provide a broad overview of the level of need in relation to the number of cadastral staff in place to meet those needs. This effort will identify the need for cadastral services pertaining to all Federal lands except for Indian lands. At the present, there is a separate process for inventorying cadastral services in Indian country. Due to exceptional circumstances, all cadastral services performed in Indian country are administered through a unique funding arrangement where the Bureau of Land Management BLM, the Office of Special Trustee and the Bureau of Indian Affairs work together to co-manage all cadastral services performed in Indian country.

As part of this effort, State Cadastral Survey Chiefs will work with field and district managers from the BLM and the appropriate staff from other Federal agencies using cadastral services to determine what type cadastral services will be needed in the Fiscal Years 2006-2008 for their respective resource management areas.

Areas impacted will be the following:

- Workforce planning—Future workloads will be identified and the necessary skills and appropriate staff will be identified to meet customer needs.
- Budget—Managers may use this information to make decisions on future State Office budget requests and allocations.
- Communication at the WO, State and field level—By having a comprehensive understanding of what customer needs are, cadastral staff will be able to communicate to their customers in advance of work being done, important items such as cost, staff availability and time needed to finish the work.

Timeframe: This IM is effective immediately. The inventory must be complete by close of business September 16, 2005. A report is required to OMB by October 1, 2005.

Budget Impact: The short term budget impact is minimal. Long term implications could include the reallocation of resources to more effectively meet customer needs.

Background: BLM has the responsibility to coordinate and perform Federal cadastral survey services under statutory authority. Each agency is responsible for conducting its surveying activities in a manner which provides effective government wide coordination and efficiencies to the general public. For further information on this, please reference Department of the Interior Manual 757, Surveying and Mapping.

Manual/Handbook Sections Affected: None.

Coordination: This will be a coordinated effort between the Cadastral Services staff and resource managers in the BLM. State office cadastral chiefs will initiate and coordinate this inventory with the appropriate resource management staffs. Reporting elements will be applied consistently throughout the effort so as to report data that is consistent in appearance and in quality to OMB and BLM management.

Contact: Mark Wahlfield, Cadastral Surveyor, WO at 202-452-5095 or Max Lockwood, WO at 202-452-5075 for further guidance and direction.

Signed by:
Bob Anderson
Acting Assistant Director
Minerals, Realty and Resource Protection

Authenticated by:
Barbara J. Brown
Policy & Records Group, WO-560

2 Attachments

- 1- Template to be used for filling out cadastral services needs inventory (1 p)
- 2- Short definition of types of cadastral services provided (2 pp)

Guidance for collecting the Inventory

Each state office is requested to follow IM 2005-222 in collecting an inventory of cadastral survey services under the following three categories: 1) Cadastral survey; 2) Supplemental plats; 3) Corner remonumentation. Each identified project that falls into one of the above categories should be identified for completion in a specific fiscal year during the timeframe of FY06 through FY08. No consideration should be given to whether or not funding will be available.

Points of Consideration

- A) This inventory of needs is for BLM requested work only. Therefore gathering inventory data from customers outside of BLM is optional. Inventory data collected from our external customers will be compiled into the inventory if submitted.
- B) No consideration should be given as to whether or not funding will be available when gathering your inventory.
- C) Inventory data from CARS will be summarized and added to the inventory data compiled in this exercise for OMB reporting via the 3-Year Inventory performance measure.
- D) Projects will be the unit of measure for this inventory. In the future, these projects may be combined, where appropriate, into survey groups.
- E) Data gathered in this inventory will be summarized by each state office by tallying the total number of projects for each of the three categories -- by fiscal year.
- F) A ranking system has not been devised for this inventory. It's assumed that if a customer identifies a need for the inventory, it is a high priority need.
- G) Our complete list of cadastral services and their definitions will be provided as an attachment to IM 2005-222. This list shall be submitted to each customer contacted as part of this inventory exercise; some these services will be added to the three types described above when conducting another inventory in 2006. Our current list of cadastral services are:
 - Official Cadastral Surveys-25 U.S.C. 176-Highest form of boundary evidence in the federal government.- Provides a land manager with legal boundary evidence. The evidence is subject to appeal in the court of law.
 - Supplemental Plats-
 - Amended Protraction Diagrams-
 - Remonumentation-The search for an original survey corner and subsequent analysis to ensure that the corner is a precise survey boundary. Upon validation of accuracy of corner, a brass cap monument is installed to signify official federal land boundary status.
 - Lands description review (LDR)-Making sure that an essential component of boundary evidence is clear and conflict free.
 - Boundary Assurance certification-Informing land managers of all potential risks associated with land boundaries pertaining to the lands in question.
 - Geographic Coordinate Data Base (GCDB)-The collection and maintenance of the digital representation of boundary data. This service is under guidance and direction from the State Cadastral Chief.
 - Protraction Diagrams--A design of the rectangular grid over unsurveyed land.
 - Adding data to the GIS- Working with GIS staff in BLM to integrate digital cadastral data into GIS products.
 - GIS analysis- Analysis of Cadastral/GIS products.

Purposes for Conducting this Inventory

- A) Demonstrate to OMB the need for cadastral services relative to the services that are funded; by fiscal year.
- B) Meet OMB's requirement that we do this in conjunction with our OMB mandated 3-Year Plan performance measure.

Plans for Fiscal Year 2006

- A) We will expand and refine the inventory to possibly include more than the three categories of cadastral services discussed above.
- B) Expanded inventory will include all of our customers.
- C) We hope to have a new software system (possibly Expert Choice) in place whereby each state office can access the data base and update their inventory.
- D) New software may implement a rating system to rank each project.

Conference Call to Discuss Inventory and Answer Questions

Due to timeframe for which the inventory is due, there will be weekly conference calls between state and cadastral services to staff to ensure that inventory is being collected and if need be to lend assistance and guidance, where necessary.

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